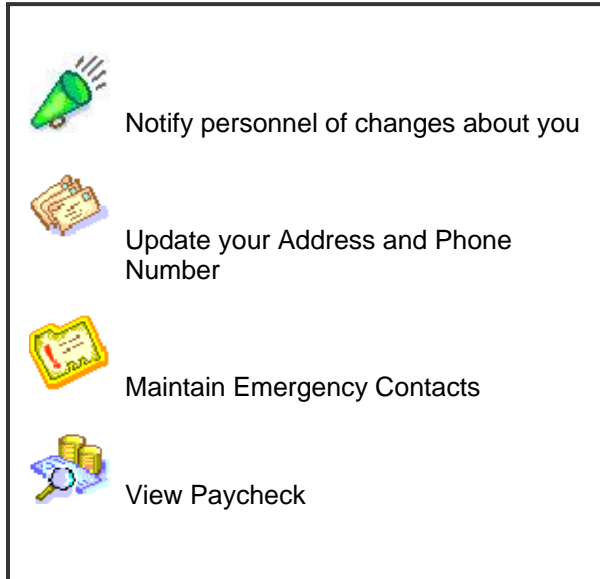City of Milwaukee Human Resources Management System

Employee Self-Service

Your Job Aid to Help Review and Update Your Personal Information

Notify personnel of changes about you

Update your Address and Phone Number

Maintain Emergency Contacts

View Paycheck

Login on the Internet to
https://cmil.mycmsc.com then click HRMS PRD on the left side.

Your User ID: _____

HOW TO SET UP "FORGET YOUR PASSWORD"

_____

1. Select My System Profile from the menu on the left.

2. Click "Change or set up forgotten password help" near the top.

3. Set up a question as instructed. Click the down arrow to list questions.

4. Type your response to the hint question. Click OK.

5. At the bottom of the page, enter the **E-mail address** where a new password should be sent. Check the Primary Email Account box if there is more than one e-mail address listed. Select the appropriate email type from the list.

6. Click Save. You are now set up to have a new password e-mailed to you when you "forget your password."

To protect your personal information, do not share your password with anyone!

City of Milwaukee Human Resource Management System

Employee Self-Service

Availability

The system is available from any computer using your favorite Internet browser. The system is available 24 hours a day, except for Thursday afternoon of non-pay weeks and for periodic maintenance.

Before you forget your password: You may have the system provide a new one by setting up your e-mail address and establishing a secret question with an answer under your user profile. See details inside.

IF YOU FORGET YOUR PASSWORD

1. At the login screen, click "Forget your password?"
2. Enter User ID and click *continue*.
3. Enter Response.
4. Click "E-mail New Password." (Only click this once.)
5. A new password will be e-mailed shortly to the e-mail address displayed at the top of the page.

LOG INTO SELF SERVICE

1. To log in, start your Internet browser with the following URL address https://cmil.mycmsc.com.
2. Enter your User ID and password.
3. Click on the Sign In button. *Please set up "Forget your password" when you log in the first time.*

VIEW PERSONAL INFORMATION

1. Path: Self Service/ Personal Information/ Personal Information Summary
2. Page Down to display Other Personal Information.

VIEW PAYCHECK

1. Path: Self Service/ Payroll and Compensation/ View Paycheck
2. Current paycheck information is available on payday; year-to date balances will only appear on the current paycheck.

UPDATING AN EMPLOYEE NAME

1. **Path: Self Service/ Personal Information**
2. Use the above path for updating all employee information for each section.
3. Click Name Change. *It is important to note that all employment information, including employee names, should be entered in all capital letters.*
4. Enter the effective date of the change.
5. Click Edit Name and change name. Click OK.
6. Click Submit. *If successful, you will see a message "The Submit was successful." You must submit a copy of your Social Security card to the payroll specialist before this change will be accepted.*
7. Click OK. *There is no prompt if not saved. Do not click BACK before saving.*
8. Click Return to Personal Information to return to the beginning.

UPDATING MARITAL STATUS

Path: HOME>SELF SERVICE >BENEFITS >LIFE EVENTS
1. To initiate a life event click on "Marriage".
2. Click on the yellow "Start" or "Continue" button to continue the Family Status Change.
3. Enter the date of marriage in the box next to "Date change will take effect".
4. Click on the "Submit" button.
5. Click on the line "Yes, I want to enter information about my new spouse now".
6. Click on the "Add a dependent or beneficiary" section.
7. For each section enter the requested information (please select "yes" for student, for all dependents except spouse and domestic partner). Click "Save" after you completed the information.
8. Click "OK". This is your confirmation that the information was saved.
9. Click on "Return to enrollment dependent/beneficiary summary" (located at the bottom of the page).
10. Click on "Return to Life Events (marriage)" (located at the bottom of the page).
11. Click on the line "Click here to continue with your life event".
12. Click "OK", when told information was submitted.
13. Click "Next" on the Marital Status Change page.
14. Click "Next" on the Benefits Summary page.
15. Click "Next" on the Personal Information page.
16. Click "Next" on the W-4 Tax Information page
17. Click "Next" on the Direct Deposit page.
18. Click "Next" on the Voluntary Deductions page.
19. Click on "Yes, I'd like to prepare my benefit options now".
20. Click on the yellow button to "Prepare my benefit options".
21. Click on "Cancel".
22. Click here to continue with your life event.

23. Click on "Enroll in Benefits". DO NOT CLICK ON NEXT.
    o This will take you to the Benefits Enrollment Page.
24. Click on the "Select" button to the right of your event description **FAMILY STATUS CHANGE.** *If not available, please contact Employee Benefits Division at (414) 286-2047.
25. Click on "EDIT" next to the benefit you are enrolling your dependent(s).
26. Scroll down to the bottom of the page and enroll all eligible dependents (click on the box next to their name).
27. When completed click on "Store".
28. Review your selections on the "Benefits Enrollment" page.
29. Click on "OK".
30. After enrolling your dependent(s), click on "SUBMIT".
31. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

BIRTH/ADOPTION

Path: HOME>SELF SERVICE>BENEFITS>LIFE EVENTS
1. To initiate a life event click on Birth/Adoption.
2. Click on the yellow "Start" or "Continue" button to continue the Family Status Change.
3. Choose one of the following events (Birth or Adoption). Please review the information regarding the 30 day rule.
4. Click on the "Next" button.
5. Enter the date of birth.
6. Click on the "Submit" button.
7. Click on the line "Yes, I want to enter information about my new dependent(s) now.
8. Click on the "Add a dependent or beneficiary" section.
9. For each section enter the requested information (please select "yes" for student, for all dependents except spouse and domestic

partner). Click "Save" after you completed the information.

10. Click "OK". This is your confirmation that the information was saved.

Fields marked with an asterisk (*) are required.

BIRTH/ADOPTION *(continued)*

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11. Click on "Return to enrollment dependent/beneficiary summary" (located at the bottom of the page).
12. Click on "Return to Life Events (birth/adoption)" (located at the bottom of the page).
13. Click on the line "Click here to continue with your life event".
14. Click "Next", when told information was submitted.
15. Click "Next" on the Benefits Summary page.
16. Click "Next" on the Dependent and Beneficiary Coverage Summary.
17. Click "Next" on the W-4 Tax Information page
18. Click "Next" on the Direct Deposit page.
19. Click "Next" on the Voluntary Deductions page.
20. Click on "Yes, I'd like to prepare my benefit options now".
21. Click on the yellow button to "Prepare my benefit options".
22. Click on "Cancel".
23. Click here to continue with your life event.
24. Click on "Enroll in Benefits". DO NOT CLICK ON NEXT.
This will take you to the Benefits Enrollment Page.
25. Click on the "Select" button to the right of your event description
    - FAMILY STATUS CHANGE. *If not available, please contact Employee Benefits Division at (414) 286-2047.
26. Click on "EDIT" next to the benefit you are enrolling your dependent(s).
27. Scroll down to the bottom of the page and enroll all eligible dependents (click on the box next to their name).
28. When completed click on "Store".

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29. Review your selections on the "Benefits Enrollment" page.
30. Click on "OK".
31. After enrolling your dependent(s), click on "SUBMIT".
32. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

UPDATING HOME/MAILING ADDRESS

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1. Please use the path highlighted in the employee name section.
2. Click Home and Mailing Addresses.
3. Click Edit to update an existing address or select an address type and click Add.
4. Enter the correct address in all the fields. *This also includes the fields City, State, and Postal (zip code). Type names in all capital letters.*
5. Enter the date this change is effective.
6. Click Save. *If successful, you will see a message "The Submit was successful."*
7. Click OK. *There is no prompt if not saved. Do not click BACK before saving.*
8. Click Return to Self Service to return to the main page.

TROUBLESHOOTING

If you receive the message "You are not authorized to access this component," this means the requested function is not available. Click OK (if available), then click the BACK option near the top of the screen. You may also click the Self Service menu option.

UPDATING EMERGENCY CONTACT INFORMATION

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1. Please use the path highlighted in the employee name section.
2. Click Emergency Contacts.
3. Click Add an Emergency Contact.
4. Enter all emergency contact information.

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5. Click Save. *If successful, you will see a message "The Save was successful."*
6. Click OK. *There is no prompt if not saved. Do not click BACK before saving.*
7. If changing contact information, click Edit on the appropriate line and update as needed. Follow steps 5 and 6 when completed.
8. Click Return to Personal Information to return to the main page.

UPDATING A PHONE NUMBER

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1. Please use the path highlighted in the employee name section.
2. Click Phone Numbers.
3. Click Add a Phone Number.
4. Select a phone type and enter the correct phone number.
5. Click Save. *If successful, you will see a message "The Save was successful."*
6. Click OK. *There is no prompt if not saved. Do not click BACK before saving.*
7. Click Return to Personal Information to return to the main page.

VIEW BENEFITS SUMMARY

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1. **Path: Self Service/ Benefits/ Benefits Summary**
2. Current benefit enrollments are displayed.

LOG OUT

Click Sign Out in the upper right corner.

Fields marked with an asterisk (*) are required.